

ADMINISTRATIVE - INTERNAL USE ONLY

14 March 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (7-13 March 1985)

A. PROGRESS ON ACTION ITEMS

1. File Designations. In accordance with the CIA Information Act, the DCI has approved the file designations recommended by the Deputy Director for Science and Technology as exempt from search, review, and disclosure under the FOIA. With the earlier approval by the DCI of the Office of Security and Directorate of Operations file recommendations, the file designation process has been completed. Implementation of the DS&T and DO designations await review and notification by our Congressional oversight committees that they have no objections.

2. Move to [ ] Information Control Branch representatives met with representatives from the Real Estate and Construction Division, OL, to continue discussions concerning the upcoming move of Agency components [ ] Components scheduled to move there still have not identified their requirements for registry facilities. It is apparent that OIS will have to take the lead in identifying the registry requirements of components moving to [ ] A meeting has been tentatively scheduled with all participants, including qualified registry personnel, on 15 March as a first step. We will attempt to determine if some type of centralized registry facility is warranted based on requirements.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. Top Secret Documents. Information Control Branch representatives conducted inspections of three Agency components to verify their inventories of Top Secret collateral documents. Included were the Office of Security and the Weapons and Space System Intelligence Committee and the Office of Near Eastern and South Asian Analysis in the Directorate of Intelligence. The inspection included a physical sampling of the documents as well as review of TS document handling procedures. No major problems were identified.

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2. Information Management Survey. Information Control Branch auditors have begun a survey of the information handling and records management practices in the Office of Research and Development.

3. OSS Records. A member of the Information Management Branch (IMB) responded to a request from the Curator, Historical Intelligence Collection, OCR, for the status of the OSS motion picture film "OSS Camera Report - China, Burma, India." The IMB representative was able to determine that the film had been transferred to the National Archives and Records Service in November 1984 because a member of an OSS veterans group had requested from the DCI a film clip of General Donovan to use in a movie it is making. The Curator was then provided the date of the transfer and the NARS accession number so that DCI can give the OSS veterans representative specific information on requesting the film clip from NARS.

4. Agency Archives and Records Center. Special run activity by Center personnel was especially heavy during the week. Center employees made three special runs during the weekend of 2 March, requiring 20 hours of overtime. One was to OCPAS and the other two to NPIC to provide material to prepare a briefing for the President. An additional run was made during the week to [ ] after hours, and another two during regular duty hours [ ] and another DO division. A request has been made to the Chief, Headquarters Operations, Maintenance, and Engineering, Office of Logistics, for an additional courier run to supplement the one now being conducted each day from the Center. An additional run should reduce the need for special runs and make records available to components on a more timely basis.

5. Briefing of DO Officers. The Chief, Archives and Records Center Branch, briefed DO Information Management Officers on the activities of the Center. The IMOs were attending the annual Information Management Staff conference for its records personnel. Later the IMOs were given a demonstration on the Archives and Records Center Inventory System and the Archives Management System by Records Center personnel and toured the facility.

6. Office Equipment Exposition. Two Information Control Branch representatives attended the 1985 Federal Office Systems Expo (FOSE) held at the DC Convention Center. FOSE is billed as the largest office automation conference and exposition in America. The FOSE '85 program featured integrated office systems designed for use in government, defense, and private industry. State-of-the-art technologies represented at the Expo included data processing, word processing, micrographics, facsimile systems, electronic mail, electronic printing, office copiers, computer terminals, systems furniture, and filing and storage equipment.

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7. Historical Review Program. OIS personnel and the Historian are spending considerable time preparing for the 18-19 March consultations on the feasibility of a historical review program for CIA. The Archivist of the U.S., a representative of the Librarian of Congress, and three eminent historians will visit CIA to provide us with their thoughts and views. We in turn will brief them on the kind of program we visualize and the problems we anticipate in developing a program of systematically reviewing material of interest to historians and releasing it. A highlight of the visit will be a luncheon on 18 March with the DCI.

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12 March 1985

MEMORANDUM FOR: Director of Information Services  
FROM: Chief, Classification Review Division  
SUBJECT: Weekly Report, 6-12 March 1985

Chief, CRD is spending considerable time preparing for the 18-19 March consultations on the feasibility of a historical review program for CIA. The Archivist of the U.S., a representative of the Librarian of Congress, and three eminent historians will visit CIA to provide us with their thoughts and views on this subject. We in turn must brief them on the kind of program we visualize and what problems we anticipate we will encounter in developing this program of systematically reviewing material of interest to historians and releasing it. ☐

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Chief, CRD

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12 March 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM: [REDACTED]

Chief, Information Resources Management Division

SUBJECT: Weekly Report of the Information Resources  
Management Division, 6 - 12 March 19851. Work In Progress

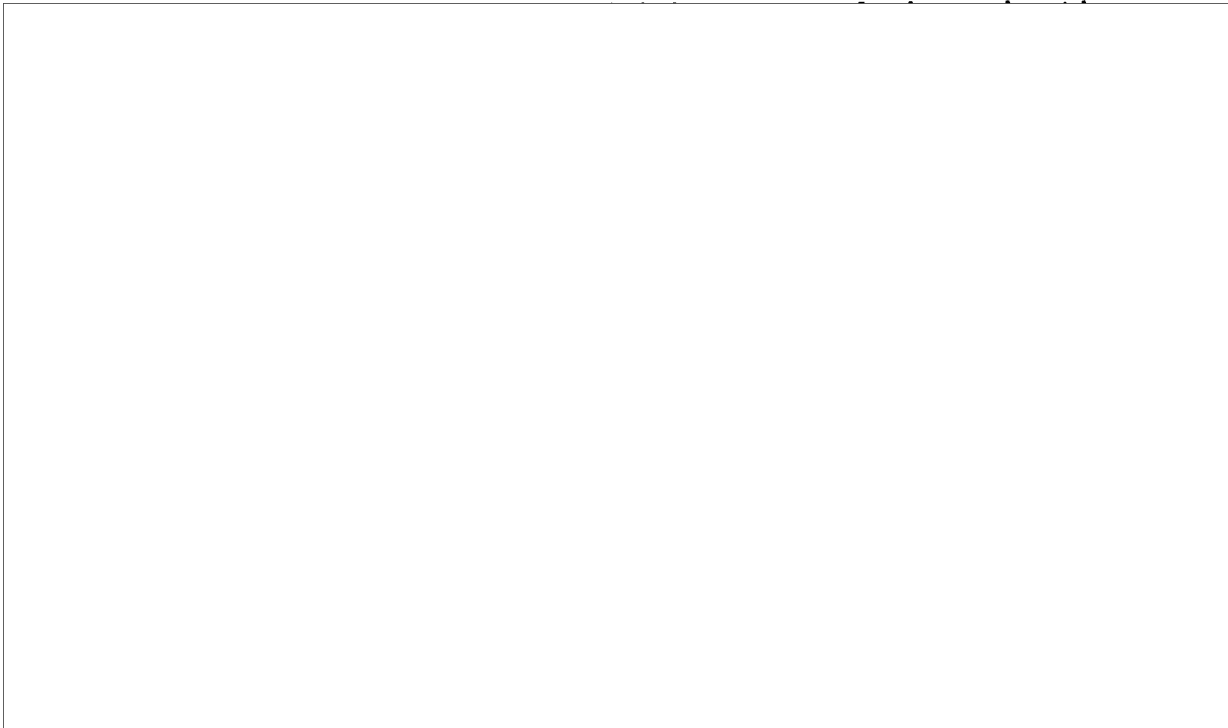
25X1 a. ODP Records. [REDACTED] Information Management Branch, attended a meeting of the DA Records Management Officers to discuss the progress that DDA offices are making on their machine-readable records control schedules. Most of the RMOs are still planning how they will gather the necessary information needed to prepare the schedules. They were provided with a copy of the questionnaire used by IMB personnel to collect machine-readable records data and were advised of the problems associated with using this questionnaire for large automated records systems. IRMD personnel involved in this program had found that the interview technique yielded the best results. No specific progress was reported by any of the RMOs.

25X1 b. Survey Followup. The records survey of the Office of Imagery Analysis (OIA) last fall identified a records storage problem for the new, odd size (5"x11") film strips currently in use. [REDACTED] IMB, located a company that makes a file cabinet capable of storing this new film. He accompanied [REDACTED] DDI/RMO, [REDACTED] on 7 March and briefed representatives from OIA, NPIC, and DIA on this file cabinet. The container has eight 6x12x26 drawers and is manufactured by Storwal International, Inc. Everyone at the briefing expressed their appreciation to OIS for locating a suitable cabinet and agreed to send representatives out to the local distributor, Commercial Office Environments, Lanham, Maryland, to inspect the cabinets. If components select this cabinet, trays must be found to store the film in the OIS registry; [REDACTED] suggested that Procurement Division, Office of Logistics (OL), might be able to identify a company to manufacture the trays.

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d. Audits of Top Secret Documents. Inspections of three Agency components were conducted last week to verify their FY 84 inventories of Top Secret collateral documents. [redacted] ICB, inspected the DI's Weapons and Space System Intelligence Committee and the Office of Near Eastern and South Asian Analysis. [redacted] ICB, reviewed the Office of Security's procedures for handling Top Secret collateral documents. The inspectors examined a sampling of TS documents in each component. No major problems were identified in the way these components were handling this material; all documents selected for inspection in NESA and OS were accounted for. ICB personnel are reviewing the TSCADS data base to resolve some apparent discrepancies in WSSIC's holdings.

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e. Component Survey. The survey of the information handling and records management practices of the Office of Research and Development (ORD) began on 11 March. Prior to the start of the survey, Sal DiMassimo, Chief, ICB, [redacted] members of the survey team, met with ORD officials to discuss the methodology, procedures, feedback arrangements, support, etc., that will be followed during the survey. The survey team will complete its efforts within six weeks.

## 2. Significant Events and Activities

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a. OSS Records. [redacted] IMB, responded to a request from [redacted] Curator, Historical Intelligence Collection, OCR, for information on the status of the OSS motion picture film "OSS Camera Report - China, Burma, India" to give to the DCI. The film was transferred to the National Archives and Records Service (NARS) in

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November 1984, because Mr. Ed Boughton, a member of an OSS veterans group, had requested a film clip of General Donovan to use in a movie it is making. Mr. Bull was provided with the date of the transfer and the NARS accession number, so the DCI can provide Mr. Boughton with specific information on requesting the film from NARS.

25X1        b. Micrographics Applications. [ ] IMB, accompanied  
 25X1        representatives of Printing and Photography Division (P&PD), OL, for an  
 25X1        orientation tour of the Records Center. While there they visited the  
 25X1        Administration Section, [ ] to survey its  
 25X1        personnel files to determine if these records could be converted to  
 25X1        microfilm. The files consist of 10,000 5x8 cards that currently occupy a  
 25X1        four-drawer safe. After reviewing the material and determining how it is  
 25X1        used, [ ] and P&PD personnel agreed that a micrographics  
 25X1        application was appropriate; P&PD agreed to provide a rotary camera to  
 25X1        film the files on-site. [ ] will provide the Center with a  
 25X1        surplus 3M 400 Reader/Printer, so that the section will be able to read  
 25X1        the microfilm product. By salvaging this surplus item, [ ]  
 25X1        saved the Agency approximately \$2,500 that would have gone to the  
 25X1        purchase of new equipment. Since these files are not scheduled in the  
 25X1        current Office of Communications Records Control Schedule, [ ]  
 25X1        contacted the OC Records Management Officer to draft an item for its  
 25X1        schedule and to determine if the records should be listed in the Federal  
 25X1        Register. [ ]

25X1        c. Move to [ ] ICB, met with  
 25X1        [ ] Real Estate and Construction Division,  
 25X1        OL, to continue discussions concerning the upcoming move of Agency  
 25X1        components [ ] said that components scheduled  
 25X1        to move there still had not identified their requirements for registry  
 25X1        facilities. A meeting held sometime ago to discuss this situation made  
 25X1        no progress. [ ] stated that he had alerted the prospective  
 25X1        tenants about the need to resolve this problem and he felt that his  
 25X1        responsibility ended there. He made it clear that any future initiative  
 25X1        would have to come from the interested parties and welcomed any  
 25X1        assistance OIS could provide in dealing with this issue. Based on this  
 25X1        discussion, it is apparent that OIS will have to take the lead in  
 25X1        identifying the registry requirements of components moving [ ]  
 25X1        [ ] has tentatively scheduled a meeting with all  
 25X1        participants including qualified registry personnel on 15 March as a  
 25X1        first step in dealing with this situation. He will attempt to determine  
 25X1        if some type of centralized registry facility is warranted based on  
 25X1        requirements.

25X1        d. Briefing of DO Officers. [ ] Chief, Archives and Records  
 25X1        Center Branch, briefed DO Information Management Officers on the  
 25X1        activities of the Center. The IMOs were attending the annual conference  
 25X1        that the Information Management Staff conducts for its records  
 25X1        personnel. Later, the IMOs were given a demonstration on the Archives  
 25X1        and Records Center Inventory System at the Records Center and the  
 25X1        Archives Management System and by Records Center personnel toured the  
 25X1        facility. [ ]

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25X1 e. Office Equipment Exposition. [ ] ICB, attended the 1985 Federal Office Systems Expo (FOSE) held at the DC Convention Center. FOSE is billed as the largest office automation conference and exposition in America. The FOSE '85 program featured integrated office systems designed for use in government, defense, and private industry. State-of-the-art technologies represented at the Expo included data processing, word processing, micrographics, facsimile systems, electronic mail, electronic printing, office copiers, computer terminals, systems furniture, filing and storage equipment, etc.

f. Records Center. Records Center personnel performed the following activities during the week:

RAMS	Made 15 additions, 11 changes, and 17 deletions.
ARCINS:	Jobs received/edited: 10. Jobs keyed: 18 consisting of 1,428 entries. Jobs completed: 20.
Accessions:	Received 23 jobs totaling 255 cubic feet.
References:	Serviced 1400 requests for records.
Dispositions:	Transferred 160 cubic feet of material to the hammermill for destruction.

25X1 Other: Special run activity by Center personnel was especially heavy during the past week, amounting to six separate incidents. Center employees made three special runs during the weekend of 2 March, requiring 20 hours of overtime. One of the runs was to OCPAS and the other two to NPIC to provide material needed to prepare a briefing for the President. An additional run was made during the week of 4 March to NCD after hours requiring three hours of overtime, and another two during regular duty hours [ ] and another DO division. A request has been made to the Chief, Headquarters Operations, Maintenance, and Engineering, Office of Logistics, for an additional courier run to supplement the one now being conducted each day from the Center. This additional run should reduce some of the need for special runs and make records available to components on a more timely basis. [ ]

### 3. Scheduled Events

25X1 The Directorate RMOs will meet with division managers on 15 March to discuss Agency records matters. The principal agenda item will be a demonstration of the TRIS system--similar to the one provided recently to the DA.

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